

PART-TIME

BUSINESS ENGLISH COURSE

Course Brochure





PART-TIME BUSINESS ENGLISH COURSE

Objectives

This course is tailored to improve workplace communication by teaching proper speech, pronunciation, and the ability to converse and write following correct grammatical rules and sentence structures. Students progress from **Level 1 to Level 3**, enhancing their conversational skills.

Areas covered in the course include: daily conversation and interaction with colleagues and clients, telephone etiquette, handling job enquiries and providing job specific information, making appointments, offering suggestions, issuing warnings and addressing complaints.

Duration

• Each level consists of 12 lessons (2 hours per lesson)

Lessons Time:

- Monday & Wednesday 7:30 p.m. 9:30 p.m. OR
- Tuesday & Thursday 7:30 p.m. 9:30 p.m. OR
- Saturday 9:00 a.m. 11:00 a.m. and 11:30 a.m. 1:30 p.m.

Course Completion & Certification

Upon completion of the course, students will be awarded with an Attendance Certificate by Spring College International, regardless of taking the end-of-course examination.

Pre-requisites

For students who wish to join Level 2 and above, a placement test is required to assess your English proficiency.

*There are no pre-requisites for Level 1.

Vision: Promoter of Creative Education

Mission: Focus on the growth of students and staff

Values: Innovation and Service

^{*}No lessons conducted during public holidays.

^{*}The end-of-course examination is optional.



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Co	urse Fees	
Course		Charges
Per Level (24 hours)	Course Fee Application F Materials Fee GST 9% Grand Total	

	Cou	ırse Fees 🗀			
Package	е	Charges			
		Course Fee		\$980.00	
		Applio	cation Fee	waived	
Two Leve	els	Mater	Materials Fee		
(48 hour	s)	GST 9	%	\$97.20	
		Grand	l Total	\$1177.20	
		Cours	e Fee	\$1200.00	
		Applio	cation Fee	waived	
Three Levels		Materials Fee		\$100.00	
(72 hour	s)	GST 9% \$117.0			
		Grand	l Total	\$1417.00	

^{*}Course Materials and Textbooks are compulsory and at a minimal fee. Material fees are subjected to change depending on the level.



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	Course Fees	
Course		Charges
One-to-One Chinese Cours (24 hours)	se App GST	\$2100.00 \$50.00 \$50.00 \$60.00 \$60.00 \$198.90 \$2408.9

^{*}Course Materials and Textbooks are compulsory and at a minimal fee. Material fees are subject to change depending on the level.



Spring College International

PEI Registration Number: 201001911N

Registration Validity: 23 July 2024 - 22 July 2028

EduTrust Certification Validity: 19 Jan 2022 - 18 Jan 2026

Website: www.spring.edu.sg

Course Enquiries: courseinfo@spring.edu.sg











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Address (Bishan Campus):

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